

DEVELOPMENT PLAN CHECKLIST

Development Plans:

- Required for any MU, SC, PDR and I-1 request;
- Any other request may include a (D).

Note: The elected bodies direct that Development Plans clearly delineate which elements of the plan are conceptual and which are commitments. Primarily the concerns are: a) the flexibility intended to be retained; and b) how 'committed' any proposed provisions in excess of ordinance requirements may be. The majority of questions have arisen regarding changes in number and size of buildings from what is illustrated on the development plan, and the general presentation of the development from the street. A set of standard notes is being developed to help clarify this, and are to be used on the plan once finalized.

The following information shall be shown on the Development Plan.

Resource Information:

_____	a)	Plan Preparation: Contact information of professional(s) who prepared the (D) plan (name, address, phone, fax, email address); Signed and dated registration seal of the professional(s) who prepared the plan (architect, engineer, landscape architect) on each sheet.
_____	b)	Applicant Info: Name of owner(s), address, phone; Contact information of applicant(s) and any agent for the purposes of this request (names, address, phone, fax, email address)
_____	c)	Vicinity map, north arrow, graphic and numeric scale, tax map and property identification numbers (PIN) of property to be rezoned, site address, date of map
_____	d)	Use of standardized note language and standardized sheet format

Existing Site Information:

_____	e)	Site: Each boundary, plotted accurately and described by metes and bounds; adjoining property lines; internal property lines
_____	f)	Site: Area of the tract, in acreage or square footage
_____	g)	Site: Existing zone, overlay districts, applicability of Neuse Basin regulations to site, land use
_____	h)	Site: Any intermittent or perennial streams, including those draining less than 25 acres (and so noted); stream banks, applicable stream buffers (including Neuse Basin riparian buffers); wetlands, floodway location and acreage, flood fringe location and acreage; base flood elevation(s); ponds; natural and historical inventory sites
_____	i)	Site: Existing topography, using 2' contours over entire site and extending at least 25' beyond the boundary of the rezoning site
_____	j)	Site: existing sidewalks, public and private streets and access easements, including r/w and pavement widths, type of pavement (i.e., gravel, unpaved, asphalt) and street name; transit service and accommodations

_____	k)	Site: existing buildings and structures, drives, parking areas, loading areas and driveway entrances
_____	l)	Site: Existing sanitary sewer systems (primary lines), water mains, fire hydrants, and other utility lines, and any associated easements, across frontages or on site
_____	m)	Site: Existing storm drainage systems or easements, across frontages or on site
_____	n)	Site: Steep slopes (greater than 25%) identified, and their area
_____	o)	Site: Existing tree line and tree survey information
_____	p)	Adjacent and opposing tracts, within 50' of the rezoning site: topography, zoning, overlay districts, ownership, existing and approved uses, sidewalks, buildings and structures, parking areas, loading areas, drives, utility lines and easements and storm drainage systems and easements; transit service and accommodations; streams, applicable stream buffers, floodway and flood fringe areas, steep slope areas, ponds, wetlands and any other features requiring protection that impact this site
_____	q)	Adjacent and opposing tracts, within 100' of rezoning site: natural and historical inventory sites;
_____	r)	Adjacent and opposing tracts, within 150' of rezoning site: public and private streets, access easements and driveways
	s)	Digital photos of site and surrounding context area in format that can be integrated into reports
	t)	Any other information required by ordinance requirements
Proposed Development Information:		
_____	u)	Proposed zoning, acreage by proposed district if more than one district proposed; required setbacks, proposed setbacks
_____	v)	Proposed land use plan: general locations of buildings, parking, loading, drives, maximum densities and/or aggregate building square footages overall and per zoning district requested; building height and number of stories
_____	w)	Proposed impervious surface, location of storm water management facilities if greater than 24% impervious surface proposed or facilities are called for in stormwater analysis; if within Neuse Basin indicate compliance with regulations
_____	x)	Any proposed limitations on uses otherwise allowed in the zone.
_____	y)	Generalized categories of uses, acreage and square footage (or unit count, as appropriate) of each general category (i.e. office, retail, warehousing, etc.)
_____	z)	Proposed location, acreage and percentage of site in privately held open space areas to meet zoning and/or subdivision requirements, required and provided; areas for potential active recreation; access to those areas –
	aa)	Compliance with adopted open space, trails, and/or greenways master plans; identification of land intended for dedication or reservation for greenways, trails, open spaces and rail corridors designated for preservation in adopted master plans; proposed location, area and

		percentage of site in such public open space; access to these areas; aggregate public and private open space acreage and percentage of site.
_____	bb)	Required and proposed buffer areas adjacent to uses/zones requiring such provision by applicant
_____	cc)	Proposed tree coverage, including areas of retained tree cover, areas to be replanted, percent and area of tree coverage required and proposed
_____	dd)	Acknowledgement of street tree, parking lot screening and landscaping and other landscaping or screening requirements, with sufficient width/area indicated to meet ordinance requirements
_____	ee)	Generalized extent of proposed grading and tree line to remain; generalized area and location of fill in floodplains; generalized area and location of grading on steep slopes
_____	ff)	Indicate whether mass grading or lot by lot grading is to be used, buffer as required by mass grading regulations; justification for mass grading; generalized grading on non-single family residential proposals;
_____	gg)	Proposed vehicular circulation systems, overall and within each 'pod'; access points onto adjacent streets; parking and parking access; right of way dedication or reservation; any improvements on- or off-site called for in TIA; connections to abutting parcels or r/ws for interconnectivity purposes. Identify proposed streets as public or private. Generalized loading and service areas, and access.
_____	hh)	Generalized pedestrian circulation systems, including sidewalks, connections to and between buildings and uses on site, connections to any recreational facilities, open space, greenways or trails system, and compliance with any adopted master plan
_____	ii)	Generalized bicycle circulation systems as required, including bike lanes, parking provisions and compliance with adopted master plan or TDM measures
_____	jj)	Notes regarding provision of utility services, overall and within each 'pod', tho details will not be reviewed until site plan stage
_____	kk)	For multi-family and non-residential requests: Building design principles: elevations, illustrations or written descriptions showing how the building will relate to its surroundings in terms of context area, details and special considerations, in sufficient detail to provide clear guidance on subsequent site plans (see Section 15.3.6)
_____	ll)	Any additional information required by district or use regulations
_____	mm)	Proposed transit accommodations on prospective TTA corridors or if requested by DATA or TTA
_____	nn)	Generalized phasing of development if separate phases are proposed
_____	oo)	PDR: Sketch lot layout; typical and minimum lot sizes and lot widths; estimated acreage and density of each subcomponent;
_____	pp)	PDR: proposed density transfer off floodway and/or flood fringe;
_____	qq)	PDR: Additional information on how the perimeter areas of the proposal will be developed and relate to their neighboring developments may be required.